



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, U.S. ARMY GARRISON VICENZA  
UNIT 31401, BOX 80  
APO AE 09630

OCT 21 2005

IMEU-VIC-LGS

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Vicenza Command Policy Memorandum 06-16, Local Commuting Area and Per Diem Entitlements for Temporary Change of Station Travel

1. References:

- a. Joint Federal Travel Regulation/Joint Travel Regulation
- b. DoD Financial Management Regulation (DoDFMR), Volume 9, Chapter 4, Transportation Allowances, para. 0408, Local Travel In and Around Permanent or Temporary Duty Station
- c. Department of the Army Personnel Policy Guidance (PPG), updated 23 Sep 05
- d. Memorandum, IMA-E, SFIM-EU-RM-B, Subject: Statements/Certificates of Non-Availability for TCS Travel under OEF/GWOT-Funded Travel, 25 Mar 04
- e. Army in Europe (AE) Regulation 600-8-11, Army in Europe Paired Communities, 14 Jan 04

2. This memorandum is effective immediately and defines the U.S. Army Garrison (USAG) Vicenza local commuting area within which per diem and transportation expenses may be authorized or approved. This applies to military and civilian personnel conducting official business within the limits of the permanent or temporary duty station and Temporary Change of Station (TCS) for U.S. Army Southern European Task Force (SETAF) and USAG Vicenza units and supported units and individual Soldiers.

3. Pursuant to reference b above, the senior commander should determine the local area in which transportation expenses may be authorized or approved for conducting official business when two or more installations are in close proximity. The USAG Vicenza local commuting area consists of the following: Lerino, Torri di Quartesolo, Longare, and Vicenza, Italy.

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4. USAG Vicenza is responsible for the care, feeding, housing, and appropriate transportation for all personnel TCS'd to its installations. Maximum use of government facilities is directed. However, if space is not available on the installation, use of contracted commercial facilities, as government quarters, must be considered. When this option is executed the installation should also contract for multi-passenger vehicles for seven or more occupants to move personnel from these locations to the installation.

5. Government quarters and mess may not be available at some locations. The USAG Vicenza Commander (or his designated representatives, i.e. garrison housing officer, Director of Logistics) will issue a statement of non-availability (SNA) for lodging and meals for those Soldiers who are required to reside away from the installation. The SNA should be completed on a form DD1351-5, Government Quarters and/or Mess.

6. Pursuant to IMA-E policy set forth in the memorandum at reference d above, the following guidance should be followed:

a. Lodging

(1) Staff Sergeants (SSGs) and below will reside in the barracks. If barracks are not available, the Soldiers' unit commander will provide a memorandum to the garrison housing officer. The garrison housing officer will coordinate with the Army lodging facility to determine the availability of temporary quarters. Note: Housing and Army lodging personnel will not require Soldiers to move in and out of temporary quarters. Once established in "housing" Soldiers will remain.

(2) Sergeants First Class (SFCs) and above will report to the garrison housing officer upon arrival. Housing will make every effort to house these Soldiers in government controlled facilities (SBEQs, BOQs, Army lodging facilities, or diverted surplus family quarters). If none of these options are available, a SNA will be issued.

b. Mess

The PPG at reference c above requires the installation commander to determine if meals are available. Under TCS orders, entitlement to the meals portion of the per diem rate is separate from lodging, unlike temporary duty (TDY) where it is automatically commercial (local) meals when a SNA is issued for commercial lodging. If there are some meals available, then the proper type of per diem is proportional per diem or proportional meal rate (PMR)—not commercial (local) per diem. The correct way to do this is to prepare a memorandum authorizing PMR describing which meals are available to the Soldier (i.e. PMR is authorized due to limited availability of meals—only lunch and dinner meals are available during the work week). Accordingly, if some meals are not available, the Soldier's commander will provide the



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USAG Vicenza Director of Logistics (DOL) a memo explaining the non-availability. The DOL will then determine if this is appropriate and issue a SNA on form DD1351-5.

7. The USAG Vicenza Garrison Commander may delegate responsibilities for determinations in paragraph 6 to his garrison housing officer and DOL. Often times Soldiers on TCS orders will not have a unit commander accompanying them, in which case the garrison housing officer and DOL should make determinations concerning availability of lodging and mess.

8. Each Soldier's situation will be different based on the duties and missions assigned, as well as the lodging arrangements and location. Accordingly, each determination will be on a case-by-case basis. Situational examples of when and when not to issue SNAs for Soldiers on TCS orders participating in contingency operations is provided in the PPG at paragraph 8-3e(4) and should be considered as guidance in reaching appropriate determinations. These examples are included below.

a. Situation #1: Soldier is billeted/lodged in the barracks/temporary quarters on the installation and all meals are available in the installation dining facility. Installation Commander SNA Decision: No SNA provided for meals or lodging. Member only receives the incidental expense (IE) portion of per diem.

b. Situation #2: Soldier is billeted/lodged in commercial hotel/motel off the installation because of lack of barracks space/temporary quarters on the installation. Additionally, the installation is unable to contract for commercial lodging off the installation for TDY/TCS Soldiers. As a result, the Soldier has to obtain commercial lodging and pay out of pocket for the lodging. All meals are available in the installation dining facility. Based on the standard duty day (0700-1700) during the normal workweek (M-F), the Soldier is able to utilize the dining facility for the breakfast and lunch meal. However, the Soldier would have to commute back to the installation after departing for the duty day to obtain the dinner meal. On the weekends, the Soldier would have to commute to and from the installation to utilize the dining facility for all three daily meals. Installation Commander SNA Decision: Installation Commander issues a SNA for lodging for every day the Soldier is there in a TCS/TDY status. Installation Commander issues SNA for the dinner meal during the work week, which authorizes the Soldier, the proportional meal rate (M-F). Installation Commander issues SNA for all 3 meals on the weekend, which authorizes the Soldier the commercial per diem rate for all meals on the weekends.

c. Situation #3: Soldier is billeted/housed in a commercial hotel/motel off the installation because of lack of barracks space/temporary quarters on the installation. However, the installation has contracted for a commercial hotel/motel and the Soldier is billeted/housed there. All meals are available in the installation dining facility. Based on the standard duty day



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(0700-1700) during the normal workweek (M-F), the Soldier is able to obtain the lunch meal at the dining facility. However, the Soldier would have to commute onto the installation early to obtain breakfast and commute back onto the installation after departing for the duty day to obtain the dinner meal. On the weekends, the Soldier would have to commute to and from the installation to utilize the dining facility for all three daily meals. Installation Commander SNA Decision: Installation Commander does not provide a SNA for lodging. Installation Commander issues SNA for the breakfast and dinner meal during the work week which authorizes the Soldier the proportional meal rate for meals per diem (M-F). Installation Commander issues SNA for all 3 meals on the weekend, which authorizes the Soldier the commercial per diem rate for all meals on the weekends.

d. Situation #4: On a daily basis, Soldier is commuting back and forth from their home/permanent residence where they were mobilized to the mobilized duty location/installation. Example: Soldier lives in Alexandria, Virginia and is mobilized and assigned to Fort Belvoir, VA. Soldier lives at home and commutes to and from Fort Belvoir each duty day. Installation Commander SNA Decision: No SNA is issued for lodging or meals. The Soldier is in a non per diem status. No per diem authorized to include the IE portion of per diem. The Soldier pays to eat at the dining facility.

e. Situation #5: Soldier is housed in barracks on the installation and contracted meals are provided on the installation by the installation dining facility. However, Soldier is an MP and works various rotating shifts (day, night) and is therefore unable to utilize the dining facility for all meals. Soldier's unit/command implements a missed meal policy and tracks the days when the Soldier is unable to utilize a particular meal due to the shift being worked. The unit/command provides this data monthly to the installation commander with a request for SNA for the missed meals. Installation Commander SNA Decision: No SNA issued for lodging. Based on information provided by the unit/command, the installation commander issues a SNA for the meals on the days the Soldier is unable to utilize the dining facility for a meal due to shift work. The SNA authorizes the Soldier the proportional meal rate for the days the Soldier is unable to utilize the dining facility for a particular meal.


9. The PPG, paragraphs 8-3e and 8-3f provide additional important guidance on issues involving Basic Allowance for Subsistence (BAS) and Per Diem for Soldiers on TCS status. All Soldiers will receive BAS while in a TCS status, including Soldiers in single government quarters. TCS Soldiers who are on government installations with dining facilities are directed to use mess facilities. When a Soldier is in an authorized per diem status, these Soldiers are not required to pay for their meal, as the meal portion of per diem is being cost captured to pay for the meals received at the installation using CONOPS messing procedures. Soldiers are entitled to the incidental rate of per diem only if authorized per diem at these locations.

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10. The USAG Vicenza dining facility serves only two meals per day on weekends and holidays. The breakfast and lunch meals are combined as a brunch via regulation as subsistence-in-kind. This issue should be considered in determining appropriate per diem rates for weekends and holidays.

11. Point of contact is Mr. Michael Bethel, Director of Logistics, DSN: 634-6804.



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